

ITP KIDS Document Shredding Guidelines

PURPOSE:

These guidelines are meant to ensure the Idaho Infant Toddler Program is in compliance with the Idaho Department of Health and Welfare's record retention guidance, as well as make certain our staff and contractors are safeguarding the privacy and security of our clients' personal and medical information as required by HIPAA.

SHREDDING PROCESS:

1. Documents are attached in ITP KIDS.
2. Assure documents exist in ITP KIDS and are readable.
 - a. Confirm readable - after you attach the document(s), click the "view" hyperlink to assure document opens and is readable.
3. Next business day, assure document was uploaded to child's file in ITPKIDS (*optional*)
4. At this point, the documents and/or CD's are to be placed in the shredding bin for disposal.